



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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May 29, 2003

IN REPLY PLEASE

REFER TO FILE: PD-5

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

EAST LOS ANGELES SHUTTLE VEHICLE PROCUREMENT SUPERVISORIAL DISTRICT 1 3 VOTES

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept two grants from the Los Angeles County Metropolitan Transportation Authority (MTA), which transfer funds from the Federal Transit Administration (FTA) and the State of California Department of Transportation (Caltrans) to the County. The total amount of the two grants is \$1,188,000. The enclosed Grant Management Statements describe the grants.
2. Authorize the Director of Public Works, or his designee, to act as an agent for the County of Los Angeles when conducting business with the FTA, Caltrans, and the MTA on any and all matters related to these grants.
3. Approve Public Works' request and authorize the Internal Services Purchasing Agent to proceed with the solicitation, bid evaluation, and acquisition of seven transit vehicles. The vehicles will be alternative-fuel powered, low-floor, transit-style buses, and cost approximately \$260,000 each. This purchase request exceeds the \$250,000 fixed asset threshold established by your Board and requires your approval to move forward with the solicitation, bid evaluation, and acquisition process.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On July 11, 2000, your Board approved the guidelines to be followed prior to the acceptance by the County of any State and Federal grants of \$100,000 or more. These guidelines include a requirement that County departments prepare a Grant Management Statement for your review prior to the departments carrying out the activities covered under the grant.

Public Works implemented the East Los Angeles Shuttle service in June 2000. The MTA, through the Call for Projects in 2000, awarded \$670,000 in grant funding for the purchase of four alternative-fuel, transit vehicles. MTA awarded \$518,000 in 2001 to purchase three additional alternative-fuel, transit vehicles to allow for service expansion.

Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan Goals of Service Excellence, Fiscal Responsibility, Children's and Families' Well Being, and Improving Community Services. Procurement of the seven transit vehicles will be partially reimbursed by the grants. The low-emission vehicles will help improve air quality, thereby, enhancing the quality of life for families living in the County. The East Los Angeles Shuttle service transports patrons to various County services in East Los Angeles, thereby, improving the mobility of patrons in the area. The new transit vehicles will also enhance the capacity of the East Los Angeles Shuttle service, thereby, improving the quality of the service provided to the community.

FISCAL IMPACT/FINANCING

The estimated cost of each vehicle is \$260,000. The grants will fund approximately \$169,700 of the cost of each vehicle. The remaining \$90,300 will come from the First Supervisorial District's allocation of Proposition A Local Return Transit funds available in the Transit Enterprise Fund that is administered by Public Works. The seven vehicles are fully funded in Public Works' proposed Fixed Asset budget for Fiscal Year 2003-04. The grant funding will be deposited in the Transit Enterprise Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Grant Management Statements for these grants have been prepared using the guidelines established by the Chief Administrative Officer and adopted by your Board.

Delegating authority to the Director of Public Works, or his designee, to act as an agent for the County when conducting business with Caltrans, the FTA, and the MTA on items related to these grants will streamline the project delivery process.

CONTRACTING PROCESS

The acquisition of these seven vehicles will be a commodity purchase under the statutory authority of the County Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures, established by the Internal Service Department, and will follow all applicable Federal requirements.

In order to meet the October 1, 2003, grant deadline to enter an agreement with a vehicle manufacturer, the Purchasing Agent will need to release the solicitation and begin the bid evaluation process in Fiscal Year 2002-03. The contract with the vehicle manufacturer will not be executed until after your Board approves the Fixed Asset budget for these seven vehicles, which is currently in Public Works proposed Fiscal Year 2003-04 budget request for the Transit Enterprise Fund.

ENVIRONMENTAL DOCUMENTATION

This activity is a discretionary project that is statutorily exempt from the California Environmental Quality Act pursuant to Public Resources Code 21080 (b) (10) under transportation-related projects.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The procurement of seven transit vehicles will enhance service quality and increase the service capacity of the East Los Angeles Shuttle service, which will enable Public Works to provide an improved level of service to the public.

The Honorable Board of Supervisors
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CONCLUSION

Upon approval, please return approved copies of this letter to Public Works, attention Transit Operations Section, and one approved copy to the Internal Services Department, attention Joe Sandoval.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

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Enc.

cc: Chief Administrative Office
County Counsel
Internal Services Department

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants \$100,000 or More**

Department: : Public Works		
Grant Project Title and Description		
East Los Angeles Fixed-Route Vehicle Acquisition, Phase I		
Funding Agency: Federal Transit Administration	Program (Fed. Grant #/State Bill or Code #) FTA Grant No. CA-90-Y126	Grant Acceptance Deadline April 2005
Total Amount of Grant Funding: \$670,000 County Match (Portion): \$350,000 Grant Period: April 2002 – April 2005 Begin Date: March 2003 End Date: January 2005 Number of Personnel Hired Under This Grant: none Full Time: n/a Part Time: n/a		
<u>Obligations Imposed on the County When the Grant Expires</u>		
Will all personnel hired for this program be informed this is a grant-funded program? n/a Yes___ No___		
Will all personnel hired for this program be placed on temporary ("N") items? n/a Yes___ No___		
Is the County obligated to continue this program after the grant expires? n/a Yes___ No___		
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services n/a Yes___ No___		
b.) Identify other revenue sources (describe below) n/a Yes___ No___		
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant. n/a Yes___ No___		
Impact of additional personnel on existing space:		
None		
Other requirements not mentioned above:		
<ul style="list-style-type: none"> The procurement of vehicles must meet the Federal procurement requirements and procedures. 		

Department Head Signature _____ Date _____

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants \$100,000 or More**

Department: : Public Works		
Grant Project Title and Description		
East Los Angeles Fixed-Route Vehicle Acquisition, Phase II		
Funding Agency: State of California Department of Transportation	Program (Fed. Grant #/State Bill or Code #) Supplement No. 07A0070-02 to Master Agreement No. 73785	Grant Acceptance Deadline October 2003
Total Amount of Grant Funding: \$518,000 County Match (Portion): \$270,000 Grant Period: April 2002 – October 2003 Begin Date: April 2002 End Date: January 2005 Number of Personnel Hired Under This Grant: none Full Time: n/a Part Time: n/a		
<u>Obligations Imposed on the County When the Grant Expires</u>		
Will all personnel hired for this program be informed this is a grant-funded program? n/a Yes___ No___		
Will all personnel hired for this program be placed on temporary ("N") items? n/a Yes___ No___		
Is the County obligated to continue this program after the grant expires? n/a Yes___ No___		
If the County is not obligated to continue this program after the grant expires, the Department will:		
b.) Absorb the program cost without reducing other services n/a Yes___ No___		
b.) Identify other revenue sources (describe below) n/a Yes___ No___		
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant. n/a Yes___ No___		
Impact of additional personnel on existing space:		
None		
Other requirements not mentioned above:		
<ul style="list-style-type: none"> • The procurement contract must be awarded prior to September 30, 2003 to meet the grant deadline. The procurement of vehicles must meet the Federal procurement requirements and procedures. 		

Department Head Signature _____ Date _____